

# ***Contractor Payment Information***



## ***Defense Finance and Accounting Service - Columbus Center***

***Prepared by DFAS-CO/JXA - January 2000***



## Introduction



## Payment Questions



## Customer Service

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## To our CAS Contractors...

We are DoD's finance and accounting organization for contract entitlements and financial reporting. Our mission is to consistently deliver high quality, accurate, and on-time payments, and provide financial reports that exceed customer expectations.



A vital part of our financial management services is paying **Contract Administration Services (CAS)** contracts. We are continually improving our systems and processes to increase our speed and efficiency in delivering this service to you. However, the quality of our service also depends on the accuracy of your invoice and the Material Inspection and Receiving report (DD Form 250). Therefore, we offer the following information to help CAS contractors prepare these documents. Through this partnership, we can increase the accuracy and timeliness of your payment.



## INTRODUCTION



Accurate and timely payments to Department of Defense contractors - this is the mission of the Defense Finance and Accounting Service - Columbus Center. The following information on how you, the contractor, can help ensure these accurate and timely payments applies specifically to Contract Administration Services (CAS). These are contracts administered by the Defense Contract Management Command (DCMC).

Since our establishment in January 1991, the DFAS - Columbus Center has implemented a number of changes and enhancements to streamline and improve payment processing. We have also reorganized to reflect changes brought about by the Base Closure and Realignment Commission, which reduced the number of Defense Contract Management Districts from five to two.

In addition to presenting these changes, this revised edition of the **Contractor Payment Information Booklet** includes answers to your most frequently asked questions. Included is expanded information on invoice error reduction, information concerning Bureau Voucher Number Streamlining, Commercial Item Financing, Prevalidation, Demand Letter, Electronic Data Interchange, Electronic Document Access, Electronic Document Management, and Wide Area Workflow.

We hope this guidance will help minimize problems and make the payment process flow more smoothly. The information is intended to explain the payment requirements of numerous laws, regulations and standard contract provisions. In the event of conflict, the applicable laws, regulations and contract provisions must take precedence.

If you have problems or questions about payments for CAS contracts, we encourage you to use the points of contact listed in **Appendix III**. Begin with our toll-free Customer Service numbers in each Operating area. Within each Operational area, unresolved problems may then be elevated to the applicable Division Chief and to the Deputy Director, accordingly, for further resolution.

# USES AND PROCEDURES FOR THE DD FORM 250

## Multiple Uses of DD Form 250

MATERIAL AND RECEIVING		1. PRIC. INSTRUMENT IDEN/CONTRACT SP0440-95-M-		2. ORDERING		3. INVOICE 9675792 1 MAR 96		4. PAGE 1 OF 1 5. ACCEPTANCE CODE S			
6. HPC0001 DATE 1 MAR 96		7. ABL 33269		8. DISCOUNT TERMS 1/4% 10							
9. PRIME CONTRACTOR PARKER-HANNIFIN AEROSPACE 1180 CENTER RD P.O. BOX AVON, OH 44011		10. ADMINISTERED BY DCMAO FEDERAL OFFICE 1240 E. NINTH ST. CLEVELAND, OH		11. CODE S3603A							
12. SHIPPED FROM (other than 9) LORAIN GENERAL 1350 CHESTER INDUSTRIAL AVON, OH 44011		13. CODE 9N585 FOR		14. PAYMENT WILL BE MADE BY DFAS-COLUMBUS ATTN: DFAS-CO BUNKER P.O. Box 182362 Columbus, OH 43218-		15. CODE SC1016					
16. SHIPPED TO XU DEFENSE DISTRIBUTION DISTRIBUTION DEPOT SAN TRANS OFC BLDG 330 LATHROP, CA 95331-		17. CODE V0277		18. MARKED							
19. ITEM NO. 0001		20. STOCK/ORD. NO. 1075-01-045-1778 WHEEL YPG95100000822 P/N 40-122 A SKID 1/1		21. DESCRIPTION 17		22. UNIT EA		23. UNIT PRICE \$615.95		24. AMOUNT \$10,471.15	
25. FREIGHT											
26. TOTAL											
27. A. ORIGIN <input type="checkbox"/> POA 15 Jan 96 DATE Denial 111111 TYPED NAME AND TITLE P.O. 29826/000 S.O. 055171-003				28. B. DESTINATION <input type="checkbox"/> POA ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents. DATE 15 Jan 96 SIGNATURE OF AUTHORITY TYPED NAME AND TITLE ORIGINAL INVOICE				29. RECEIVER'S USE Quantities shown in column 17 were received in apparent good condition except as noted. DATE SIGNATURE OF AUTHORITY TYPED NAME AND TITLE If quantity received by the Government is the same as quantity shipped, indicate by ( ) mark; if different, enter actual quantity received below quantity shipped and encircle.			

DD Form 250

The DD Form 250, Material Inspection and Receiving Report, can serve multiple functions in the payment process. The form can serve as the shipment document and as the material inspection and acceptance document. Please see page 8 for specific marking instructions.

Please note that a copy of the DD Form 250 *marked* as an invoice will *only* be used as an invoice (i.e., it cannot be used as a shipping document).

Conversely, if the form is *not* marked as an invoice, it will *not* be used as an invoice, even if we receive multiple copies of the form in the payment office.

See **Appendix II** for full page examples.

Sample 3, Transportation Charges Example

## Preparation and Distribution of DD Form 250

The DD Form 250 is a vital document in the payment process. In most cases, the Government uses the form to verify inspection and acceptance of your material.

You must prepare and distribute the DD Form 250 as outlined in Appendix F, Department of Defense (DoD) Federal Acquisition Regulation (FAR) Supplement. You, the contractor, are ultimately responsible for properly preparing and distributing the DD Form 250. Please take care to ensure that this is done correctly. If you encounter difficulty in preparing this form, your Quality Assurance Representative (QAR) will assist you.

Blank forms (DD Form 250) are available at the Contract Adminstrating Office (CAO) shown on the front of your contract. Blocks 1-21A must be completed. Instructions on preparing the DD Form 250 are included in **Appendix I**, along with samples of the completed form.



## **Correction of the DD Form 250**

If you detect an error on your DD Form 250 after distribution of the original has been made, circle the error and place the corrected information in the same block. If space is not available, use Block 16 to enter correct information and indicate the page and block in error.

You will need to mark "CORRECTED COPY" on the front page and on the pages where corrections were made.

For corrections to Block 15 or 17 only, enter the words "CORRECTIONS HAVE BEEN VERIFIED" on page 1. The Government representative (usually a QAR) will date and sign below the statement.

Make distribution of the corrected DD Form 250 in the same manner as the original distribution.

Do *not* correct errors found in Blocks 19 and 20.

## **Minimum Distribution of DD Form 250**

For an invoice to be processed, you must fulfill the DD Form 250 distribution requirements. At a minimum, these requirements include:

- 1 copy to the Contract Administration Office (Block 10 of the DD Form 250)
- 2 copies included with the shipment
- 1 copy by mail to the consignee
- 1 copy to the purchasing office

Your contract may also require distribution in addition to the minimum outlined above. Check the requirements carefully. Failure to properly distribute the DD Form 250 will result in the return of your invoice.



## **Timely Distribution of DD Form 250**

You must distribute the DD Form 250 no later than the close of business on the workday following:

- Signing of the form by the authorized Government representative, or
- Shipment, when acceptance is to be performed at destination or when authorized under the terms of Alternative Release, Certificate of Conformance or Fast Pay procedures.

# PROCEDURES FOR COMMERCIAL AND DD FORM 250 INVOICES

## Preparation and Distribution of Invoice

An original and three copies of the invoice must be submitted and mailed to the DFAS - Columbus Center (see **Appendix III**). Sample commercial invoices appear in **Appendix II**.

## Mandatory Information on Invoice

Invoices must contain the following information:

- **Name and Address** of company.
- **Contract/Purchase Order Number.** Do not use the Bid or Solicitation number. If the contract is a Basic Order Agreement, include the Order/Call Number.
- **Contract Line Item Number (CLIN).** From "Schedule of Supplies" in the contract. Each item ordered is assigned a four or six digit CLIN.
- Example: CLIN 0001, 0002aa.
- **Invoice Number and Date.**
- **Description/National Stock Number**
- **Manufacturer's Part Number.** As specified in the contract.
- **Quantity Shipped.**
- **Unit of Issue.** As specified in the "Schedule of Supplies"
- **Unit Price and Extended Total** for each line item.
- **Invoice Total**
- **Shipment Number.** Same as Block 2 of the DD Form 250. (See "Shipment Number Construction and Usage," page 9 for format.)
- **Postage and Transportation.** If the contract is FOB-Origin, and you are authorized to ship "Prepay and Add," include the transportation cost (parcel post, UPS, etc.) as a separate line.
- **Required certification.** Certificate of Conformance, ACO Approval, etc.

In order to facilitate the timely resolution of problems, please provide a point of contact with the applicable telephone and facsimile numbers. Payments will be sent to the address stated in the contract or modification.

## DD Form 250 Used as an Invoice

As an option recommended by the DFAS - Columbus Center, you may choose to use specially marked copies of the DD Form 250 as your billing invoice. This document is known as a "priced" DD Form 250.

If you use a "priced" DD Form 250 as the invoice, you do not have to prepare a different, separate billing document. Thus, you will greatly reduce the chance of omitting required information. Also, required information will always appear in a standard location on the form, decreasing the chance of errors at the DFAS - Columbus Center.



You will need to prepare and distribute four copies of this "priced" DD Form 250, in addition to the minimum requirements for the basic DD Form 250 acceptance. The same mandatory information is required, plus several added data elements. See "Mandatory Information on Invoice," page 6, for additional requirements.

To use a DD Form 250 as an invoice:

- Mark in letters at least one inch high: "ORIGINAL INVOICE" on one copy, and "INVOICE COPY" on the other three copies, within the body of the form, preferably in Block 23.
- Complete Blocks 5, 6, 19, and 20.
- Total Column 20.

MATERIAL INSPECTION AND RECEIVING REPORT		1. PROC. INSTRUMENT SERIAL/CONTRACT NO. SP0440-95-M-HA30		2. ORDERING EINVOICE 9675792 1 MAR 96		3. PAGE 1 OF 1 EXCHANGE POINT S	
4. DATE SHIPPED 1 MAR 96		5. DISCOUNT TERMS 1/4% 10					
6. PRIME CONTRACTOR HPC0001		7. CODE 33269		8. ADMINISTERED BY DOMAO CLEVELAND FEDERAL OFFICE BLDG 1240 E. NINTH ST. CLEVELAND, OH 44199			
9. PARKER-HANNIFIN CORP AEROSPACE GROUP 1180 CENTER RD P.O. BOX 158 AVON, OH 44011		10. CODE S3603A					
11. SHIPPED FROM (other than 9) LORAIN GENERAL CORP 1350 CHESTER INDUSTRIAL PKY AVON, OH 44011		12. CODE 9N585		13. PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER ATTN: DFAS-CO BUNKER HILL P.O. Box 182362 Columbus, OH 43218-2362		14. CODE SC1016	
15. SHIPPED TO XU DEFENSE DISTRIBUTION REGION WEST DISTRIBUTION DEPOT SAN JOAQUIN TRANS OFC BLDG 330 CRP LATHROP, CA 95331-0130		16. CODE W00707		17. SHIPPED FOR			
18. ITEM NO. 0001		19. DESCRIPTION 1075-01-045-1778 WHEEL ASSY YPG95100000822 P/N 40-122 A SKID 1/1		20. QUANTITY DIFFERENT 17		21. UNIT EA	
				22. UNIT PRICE \$615.95		23. AMOUNT \$10,471.15	
				24. FREIGHT 236.52			
				25. TOTAL \$10,707.67			
26. PROCUREMENT QUALITY ASSURANCE A. ORIGIN <input type="checkbox"/> 15 JAN 96 B. DESTINATION <input type="checkbox"/> 15 JAN 96 C. DATE 15 JAN 96 D. SIGNATURE [Signature]				27. RECEIVED BY ACCEPTANCE OF listed items has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents. DATE RECEIVED SIGNATURE OF AUTH GOVT REP TYPED NAME AND TITLE [Signature]			
28. CONTRACTOR USE ONLY P.O. 29826/000 S.O. 055171-003				29. ORIGINAL INVOICE			

DD Form 250

Sample 3, Transportation Charges Example



## SPECIAL DD FORM 250/INVOICING REQUIREMENTS



### **Fast Pay**

If Federal Acquisition Regulation (FAR) 52.213-1, Fast Pay Procedures, is specified in your contract, you have the option to not prepare and distribute the DD Form 250 prior to requesting payment. If you exercise this option, you must mark all copies of your invoice as follows, in letters at least one inch high: "Fast Pay."

A shipment number is required even though no DD Form 250 is prepared. (See "Shipment Number Construction and Usage," page 9, for format.)

If the contract requires the preparation of a receiving report, the contractor shall prepare the receiving report on the prescribed form, or alternatively, include the following information on the invoice:

- A statement in prominent letters, "NO RECEIVING REPORT PREPARED."
- Shipment Number
- Mode of Shipment
- At line item level:
  - National Stock Number and/or Manufacturer's Part Number
  - Unit of Measure
  - Ship-to-Point
  - Mark-for Point, if provided in contract
  - FEDSTRIP/MILSTRIP document number if provided in contract.



### **First Article**

If your contract requires "first article approval," do not ship or invoice production items until the first article approval has been received from the Procurement Contracting Officer (PCO).



### **Evidence of Shipment**

If your contract specifies origin acceptance and FOB Destination, you must retain and make available to the payment office as necessary Evidence of Shipment (EOS). If shipment is made by:

- **Common carrier.** (A signed copy of the bill of lading indicating carrier's receipt of material for delivery to the destination specified in the contract.)
- **US Postal Service.** (Certificate of Mailing.)
- **Other than common carrier or parcel post** (e.g., by your company truck; a receipt copy of your delivery document.)

Failure to provide EOS when requested will delay payment. A statement indicating receipt of the material by the receiving activity must be obtained and attached to your invoice if you do not present evidence of shipment.



### **Shipment Number Construction and Usage**

The construction of a shipment number is explained in Appendix F-301 of the DoD FAR Supplement. Basically, a shipment number contains three alpha and four numeric characters, in the sequence AAA0000. An eighth character (Z) is used to designate the final shipment for the entire contract. Samples can be found in **Appendix II** of this booklet.

Many contractors use the first two alpha characters to indicate their company name. The third alpha character can indicate the location from which the material is shipped. For example, the company General commodities would use GCD as alphas for all shipments from Dallas and GCA for all shipments from Austin. The same alpha prefixes must not be used for shipments from different locations.

The four numeric characters indicate consecutive shipments from each location; example, GCD0001, GCD0002, GCA0001, GCA0002. The final shipment for the entire contract must carry a "Z" suffix - GCD0003Z or GCA0003Z.

We discourage the use of alpha characters I or O as they are too easily mistaken for the numbers 1 or 0.

The shipment number is required on all invoices and on the DD Form 250. The DD Form 250 is required when the contract involves delivery of separate and distinct objects or entities. This includes both the delivery of supplies and services.



### **Packing, Packaging, Marking and Shipment**

The packing and packaging requirements in your contract may be more stringent than commercial practice. Failure to meet these requirements will cause delayed payments through non-release of material or rejection of material at destination. If you have any questions about these requirements, contact your Contract Administration Office for assistance.

Occasionally, we receive invoices for shipments to the wrong place, marked for the wrong activity or indicating incorrect quantities. These errors cause a delay in payment and could result in reshipment costs to you. Check the requirements carefully before releasing the shipment.



### **Discounts**

Time periods for discounts are calculated differently than in commercial practice. Defense Acquisition Regulation 7-103.14 and Federal Acquisition Regulation 52.232-8 establish these rules:

- For contracts issued on or after October 1, 1982, but prior to March 31, 1989:
  - ◆ **Acceptance of material at your facility.** The time is computed from the date of delivery of supplies to the carrier or from the date a proper invoice is received at the designated payment office, whichever is later. If your invoice contains errors and must be returned for correction, the time period for discount purposes starts again when the corrected invoice is received.
  - ◆ **Acceptance at destination.** The time is computed from the date of delivery of material to the correct destination or from the date a proper invoice is received, whichever is later.
- For contracts issued on or after April 1, 1989, the provisions of the Prompt Payment Act Amendment (PPAA) of 1988 apply. The discount period is computed from the date of your invoice. Mail time counts against the discount period.

Delays in submitting either a proper DD Form 250 to the Contract Administration Office or a proper invoice to the payment office will impair our ability to process payments in a timely manner.

In determining whether or not a discount is earned, the date of the Government check or Electronic Funds Transfer (EFT) will serve as the date an invoice is considered to be paid.

If your invoice offers discount terms better than those specified by the contract, we will take the better of the terms offered. You may offer a discount on your invoice even though the contract terms are net 30 days.

In all cases, we reserve the right to refuse any discount if the annual rate of return on the discount is less than the rate in effect at the time, as established by the US Treasury department.

If the payment due date is not clearly defined, we will use a due date 30 days following receipt of a proper invoice or the seventh day after property is actually delivered or the services are completed. However, if the agency has actually accepted the property or services before the seventh day, we will use a due date 30 days from date of acceptance.

The Government is authorized to take a discount on the recoupment amount of work-in-progress invoices, whether or not the discount offered has expired. Where a payment has already been made (as in the case of Progress Payments), the Government is entitled to a discount on any part of material payments applied in the liquidation of Progress Payments. A determination is made on whether the discount terms have been met or not. If the discount conditions are met, the discount is taken against the gross amount of the invoice. When the conditions are not met, the discount is taken against the amount of the recoupment. An example of the process follows:

**When discount conditions are met**

\$1,000,000
<u>1% (discount)</u>
\$ 10,000
\$ 990,000 (invoice less discount)
<u>(800,000)</u> = 80% full invoice amount
\$ 190,000 (check amount)

**When discount conditions are not met**

\$1,000,000
<u>80% (recoup)</u>
\$ 800,000
\$ 800,000
<u>1%</u>
\$ 8,000
\$ 992,000
<u>(800,000)</u>
\$ 192,000(check amount)



### **Payment Addressing**

Payments are sent to the address specified in the contract. The payment address can only be changed by a contract modification that has the written concurrence of the contractor. If you wish payment sent to a different address, contact your Administrative Contracting Officer (ACO).



### **Shipment Acceptance and Payment**

No payments can be made until the material has been accepted and a record of the acceptance received by the DFAS-CO payment office. When the contract specifies destination acceptance, payment may be delayed due to the time needed for the material to arrive at destination and for the acceptance to be returned to this office.

For source inspection and source acceptance (items inspected and accepted at your plant), the QAR will inspect the material, and, if it meets contract specifications, accept the material by signing Block 21A of the DD Form 250.

This inspection and acceptance must be accomplished before goods are shipped to the destination. Shipping the goods without the required acceptance will significantly delay payment.





## OTHER INVOICING PROCEDURES

In addition to billings for fixed price items, we also make four special types of payments.

### Cost Vouchers

Cost vouchers (using Standard Form 1034, Public Voucher) are used when you are authorized to bill for labor and materials. However, the Standard Form 1034 should be used only when the contract specifically calls for the submission of vouchers to the Defense Contract Audit Agency (DCAA) for approval prior to payment. Otherwise, regular invoicing procedures apply.



- **Identification.** Cost vouchers should bear the complete contract number in the Contract Number Block. Include both the DoD and Small Business Administration (SBA) contract number when the contract has been issued by the SBA.
- **Numbering.** Cost vouchers must be numbered sequentially beginning with #1 and continuing until the final voucher. Like the final DD Form 250, the cost voucher must also have a “Z” for the final voucher. Additionally, final vouchers must be accompanied by documentation that includes ACO approval, the contractor’s release and the Audit Report/Closing Statements.



Some contractors require different internal numbering sequences or coding. However, these unique codes or numbers should not be entered in the Voucher Number Block of the Standard Form 1034. They should be placed elsewhere on the form, such as in the upper right corner above the Voucher Number Block. As with other types of invoices, different numbering sequences must be established for separate delivery orders issued against the same contract.

- **Submission.** First and final cost vouchers are to be submitted to the DCAA auditor, or as specified in the contract. Interim cost vouchers for approved contractors may be directly submitted to DFAS-CO. In summary, the overall process flow will be as follows:



- ◆ DCAA will start the process by forwarding the initial direct BVN submission approval letter to DFAS-CO.
  - ◆ Contractors approved for direct submission will receive a letter of authorization for payment from DCAA. A copy of the letter will be attached to each interim public voucher submitted for payment.
  - ◆ If a contractor is dismissed from the direct BVN submission program, DCAA will forward a letter within 24-hours of dismissal to DFAS-CO.
  - ◆ Those contractors not approved for direct submission will continue to forward cost vouchers to the payment office through the appropriate DCAA auditor (except final vouchers which go through the ACO).
- **Responsibilities.** The DFAS - Columbus Center assumes responsibility for the voucher after receipt from the Defense Contract Audit Agency. Questions about DCAA certification should be directed to your DCAA representative.

### **Progress Payments**

Progress payments are payments made based on the cost incurred by the contractor as work progresses under the contract. When authorized in the contract, we can make payments of 80% or more of the accumulated costs on certain items.

- **Submission.** Progress payment requests must be prepared on either a DD Form 1195 or SF 1443. When a contract provides for progress payments, the Administrative Contracting Officer (ACO) must establish a progress payment

master file. This information must be processed before the first progress payment request can be paid. For this reason, the first progress payment request for each contract, along with four copies, must be submitted directly to your ACO. Subsequent requests should be submitted directly to DFAS-CO, with a copy and supporting documentation also sent to the ACO.

- **Numbering.** Progress payment requests are to be numbered sequentially beginning with progress payment request number 1. When a contract contains both US and Foreign Military Sales (FMS) funds, progress payment requests must be numbered in two different numbering series. The progress payment rates determine which series a given payment request will be assigned. All progress payment requests will be numbered sequentially within the set, plus the identifier US or FMS, as appropriate. For example, the first progress payment request is for US items and is numbered 1-US; the second and the third requests are for FMS items and are numbered 1-FMS and 2-FMS; the fourth request is for US items and is numbered 2-US.

In addition, progress payment requests applicable to the FMS portion of a contract must indicate the foreign country or countries to which the progress payment applies. When the request applies to more than one country, an attachment to the progress payment request must indicate how the total dollar value of the request is to be prorated among the countries involved.



- **Processing.** Progress payment requests are input by DFAS-CO on the day following receipt. The automated progress payment system validates all entries on the request form. An error on the contractor's part in any of these entries will result in nonpayment of the request and will require its re-submission.

discrepancy between your "contract value" and our financial records, we review our contract file to determine if your entry is correct. If, instead, our records are correct, we refer the progress payment request to the ACO for resolution. The ACO also receives a computer report showing which entries are in error.

- **Rejected Payments.** All progress payment requests which do not generate a check on the day following input are manually reviewed to determine the reason for rejection. If the rejection was caused by a clerical error on our part, the request is reprocessed normally within 2 work days. If the request is rejected because of a

- **Incrementally Funded Contracts.** Current procedures allow for the payment of progress payments up to the specified percentage of the contract price as long as the current obligation is not exceeded. When only a portion of the contract has been funded, the entry of the full contract price on line 5 of the progress payment request will generate an automatic database imbalance. Such requests will be rejected to the ACO and can only be paid after the ACO validates the transaction. The ACO will review and approve the request and submit to DFAS-CO for processing. To avoid the potential rejection, you can submit the request directly to the ACO for “pre-signing” before the request is sent to the payment office. This is one of the few circumstances in which pre-signing is authorized by DLA Manual (DLAM) 8105.1.

- **Payment Delays.** Certain types of errors on the progress payment request frequently cause payment delays. These include:

- ◆ Missing entries, especially in Blocks 5, 6a, and 6b of SF Form 1443.
- ◆ Misplaced entries on the progress payment request.
- ◆ Typographical errors.
- ◆ Missing required data in Section III of the request.
- ◆ Missing FMS data. The letters “FMS” must be entered after the progress payment request number on all FMS progress payments. In addition, the dollars to which the request applies must be allocated between the foreign countries involved.

- **Liquidation.** Problems may occur with liquidation of progress payments when the contractor anticipates liquidation and indicates the amount he expects to be liquidated instead of the gross invoice amount. This should not be done for the following reasons:

- ◆ First, consider an example in which the value for the items on the invoice being submitted is \$100,000. When the invoice is prepared, there are outstanding progress payments and the liquidation rate is 80%. In this case, the invoice shows “less \$80,000 for liquidation of progress payments - net invoice value \$20,000.” Through a clerical error, DFAS-CO may process this as a \$20,000 invoice, liquidating 80% of the \$20,000, and paying you only \$4,000.

- ◆ Second, the actual liquidation of progress payments takes place when the invoices are paid, not when the invoices are issued. While you may have outstanding progress payments when you issue the invoice, there may not be any outstanding when the invoice is paid. DFAS-CO may end up not recouping any progress payments, or it may recoup a smaller amount than anticipated. There may also be cases in which you, the contractor, do not anticipate any recoupment when you issue your invoice. However, when the invoice is paid, there may be outstanding progress payments which must be liquidated. Therefore, please *indicate the gross dollar amount on the invoice rather than the liquidated amount.*

### **Performance Based Payments**



The Federal Acquisition Streamlining Act (FASA) of 1994 includes a new provision for the use of Performance Based Payments (PBPs) as an alternative to progress payments for contract financing. This new type of contract financing is based upon certain specified performance criterion being accomplished (i.e., milestones) versus cost accumulation which is the basis for progress payments. A new Federal Acquisition Regulation (FAR) clause, 52.232-32, Performance Based Payments, has been developed. These new types of contract financing are outlined in FAR Subpart 32.10. Final coverage of the new provision is published in Federal Acquisition Circular 90-33, dated October 1, 1995.

Because this is a new initiative, MOCAS has not yet been modified to pay PBPs automatically. Consequently, all PBPs will have to be paid manually until system changes can be developed.



## **Commercial Item Financing**

Commercial Item Financing (CIF) is another form of contract financing resulting from the Federal Acquisition Streamlining Act (FASA) of 1994. The FASA created a distinction between contracting for commercial items and non-commercial items. FAR Part 12 and Part 52 were revised to address the acquisition of commercial items and to allow contracts to be written in accordance with customary market practices.

As a result of the distinction between contracting for commercial versus non-commercial items, FASA also created a fundamental distinction between the financing of these different types of procurements. As such, certain subparts under FAR Part 32 are entirely new to include the requirements for CIF.

There are basically two types of CIFs: 1) Commercial Advance Payments which take place before any work is done on the contract and 2) Commercial Interim Payments which involve financing payments after some work has been accomplished. Both types are financed payments (not payment for completed and accepted items) and will be liquidated against delivery payments once the items are shipped and accepted. These financing payments are not subject to Prompt Payment Act interest penalties. They can be authorized for use on Commercial contracts provided the PCO determines they are customary and appropriate in the commercial marketplace and are in the best interest of the government.



## **SIGNIFICANT REGULATORY REQUIREMENTS**

### **Prompt Payment Act**



Briefly, the principal provisions of Public Law (PL) 97-177, Prompt Payment Act of 1982 and PL 100-496, the Prompt Payment Act Amendment of 1988, state that the US Government must pay interest if proper payments are not made in a timely manner. "Timely" payment is defined as:

- Within a 15-day grace period following the due date for contracts issued prior to April 1, 1989. And by the due date for contracts issued on or after April 1, 1989.

If we fail to make timely payment on a proper invoice, we will issue a subsequent check for interest in accordance with applicable laws. Payments for contract financing provisions, such as progress payments (for other than construction contracts) are not subject to the Prompt Payment provisions. Additional provisions are covered in the Prompt Payment Act.

### **Computation of Payment Due Date**

Payment due dates are calculated in accordance with Federal Acquisition Regulation (FAR) 52.232-25. The due date for making invoice payments by the designated payment office shall be the later of the following two events (excluding the exceptions noted in FAR 52.232-25):

1) The 30<sup>th</sup> day after the designated billing office has received a proper invoice from the Contractor.

2) The 30<sup>th</sup> day after Government acceptance of supplies delivered or services performed by the Contractor. On a final invoice where the payment amount is subject to contract settlement actions, acceptance shall be deemed to have occurred on the effective date of the contract settlement. However, if the designated billing office fails to annotate the invoice with the actual date of receipt, the invoice payment due date shall be deemed to be the 30<sup>th</sup> day after the date the Contractor's invoice is dated, provided a proper invoice is received and there is no disagreement over quantity, quality, or Contractor compliance with contract requirements.



## **Cash Management**

According to the Office of Management and Budget (OMB) Circular A-125, Prompt Payment, the US Government will pay bills on time, but not early. In other words, we are required to pay invoices on the specified due date cited in your contract. In the absence of a clearly defined payment due date, a due date of 30 days following receipt of a proper invoice or acceptance, whichever is later, will be used. Unless a cost-justified discount is offered and earned, payment is held in suspense until the due date. In the case of constructive acceptance, time granted for the Government to inspect will be added to the date the consignee receives the shipment, plus an additional 5 days if the consignee's receipt date is unknown, before starting the 30-day clock.

Small Disadvantaged Businesses (SDBs) are exempt from cash management. Therefore, the restrictions of FAR 32-903, which prohibit early payment, do not apply to invoice payments made to SDBs. However, SDB contractors are not entitled to interest penalties if their invoice payments are made within the provisions of the Prompt Payment Act, and not before the normal payment due date established in the contract.

## **Prevalidation - Grassley Amendment to Acquisition Reform Bill H.R. 4650-56, and Section 8137 of Public Law 103-335**

This law requires the Secretary of Defense to match DoD disbursements to specific obligations at the responsible accounting station, prior to disbursement.

Effective July 1996, the Secretary of Defense required each disbursement related to an invoice with a gross invoice amount in excess of \$4,000,000.00 be matched to a particular obligation before the disbursement is made. **All contracts** issued October 1, 1996, and after are subject to prevalidation. The current threshold is \$500,000.00 for all contracts. The proposed plan is to lower the threshold incrementally. FY97 and later contracts will be lowered to \$250,000.00 in February 2000. In April 2000, the threshold for FY97 and later contracts will be lowered to \$150,000.00. The threshold for these contracts will be lowered to \$100,000.00 in July 2000. The FY96 and prior contracts will remain at the \$500,000 threshold. Further reductions may be considered in the future.

## **ROUTINE PAYMENT QUESTIONS**



For explanation of contract terms involving payment, or initial inquiries regarding late payments, please contact the Customer Service personnel at the DFAS - Columbus Center. Our staff will be glad to provide assistance. Phone numbers and addresses are provided in **Appendix III**.

If you are inquiring about payment status, please wait at least 15 days after submission of invoice.

When you call Customer Service, please be prepared to provide the following information:

- Contract Number.
- Contract Call/Order Number (if applicable).
- Shipment Number.
- Date submitted to the payment office.
- Invoice Number.
- Paying Office.

If you are asking the payment status on an invoice less than 30 days old, we will usually be able to answer immediately.

If you ask a question that requires further research (e.g., the reason for payment delay), our Customer Service personnel will annotate the necessary information, research the question, and return your call. This allows other contractors to call our Customer Service phone lines while we prepare the answer to your question.

Please allow at least 2 workdays after your initial call before inquiring again about the same item.



Payment inquiries on invoices 30 days or older should be submitted in writing. Please cite the same information indicated above. Due to the large amount of manual research required on this type of inquiry, please wait 10 days prior to submitting a follow-up request.

## **SPECIAL PAYMENT QUESTIONS**

If you encounter chronic payment problems involving a particular contract or group of contracts, you should contact Customer Service, 1-800-756-4571.

## **PROCEDURES FOR RETURNED AND RECERTIFIED CHECKS**

**Returned Checks.** It may become necessary to return funds to the US Government. In this case, please contact our Customer Service Office, 1-800-756-4571, for assistance. They will provide you with specific instructions and information to include in your letter. The funds should be returned immediately to:

Defense Finance and Accounting Service - Columbus Center  
ATTN: DFAS-CO/FPCA  
P.O. Box 182249  
Columbus, OH 43218-2249

DFAS-CO will reconcile the contract to verify the overpayment amount and will follow up with a confirmation letter.

**Recertified Checks.** A recertified check is one that is issued to replace a lost or stolen check (See Volume 5 of the DoD Federal Management Regulation (FMR), Chapter 8). You, the contractor, must submit a formal request for a tracer and stop payment order on the original check.

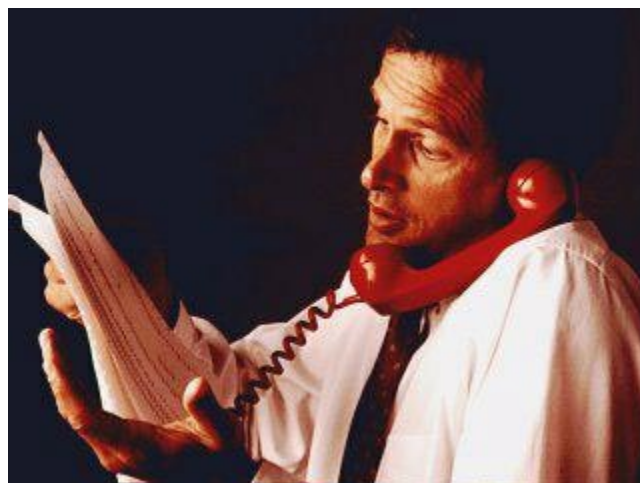
Again, our Customer Service staff will gladly advise you about the steps you should follow.

**Demand Letters.** This correspondence is addressed to the contractor who is cited for indebtedness, and directed to return the debt amount to the US Government. The demand letter is commonly referred to as a "Bill for Collection" or "B/C", and may be initially issued by either the ACO or the Disbursing Officer through the function of Accounts Receivable. The date of the initial demand letter represents the first day of a 30-day interest-free grace period. The date of the initial demand letter is important, because it serves as the basis for a reliable timeframe in which to monitor the collection process. Repayment is due within 30 days from the date of the initial demand letter. If payment is not received within 30-days from the date of the initial demand letter, the interest payment required is retroactive to the beginning of the 30-day period.



## COMMON ERRORS LEADING TO DELAYED PAYMENT

- **Erroneously marking the Contract Administration Office (CAO) copy of the DD Form 250 as an invoice.** Per Appendix F of the DoD FAR Supplement, the CAO copy of the DD Form 250 should not be marked as an invoice. Any document marked “invoice” is treated as an invoice.



### Preparation Errors on DD Form 250

- Incorrect or missing contract number.
- Missing, improperly structured or out-of-sequence shipment number.
- Failure to mark DD Form 250 invoice as “invoice” (except as stated above concerning the CAO copy of the DD Form 250).
- Missing or erroneous Unit of Measure.
- Contract Line Item Number that does not match CLIN on corresponding contract.
- Extension errors (Unit Price times Quantity). Ensure that the Unit Price on your invoices is the same as the one on your contract.
- Failure to attach supporting documents to your invoice. If your contract requires evidence of shipment, you must attach this evidence to your invoice. Only one copy is required. See the previous section on Evidence of Shipment (page 9) for an explanation.
- Extraneous documents (i.e., copies of contractual documents) should not be sent to the payment office with your invoice. This could delay the proper distribution of your invoice. If the payment office requires additional documents, a Customer Service representative will contact you.
- Including **multiple shipments on a single commercial invoice** can result in payment delays. Sometimes we will receive acceptance on one of the shipments prior to the others. Likewise, submitting more than one invoice for each shipment can result in delayed payment. Therefore, we recommend that you include only one shipment on each invoice.

Contractors are advised to ensure the **correct address** appears on invoices. The address indicated on the invoice will be used to return unpayable invoices.

## Customer Service Information



### Customer Support Office

The DFAS Columbus Center's Customer Support Office is an office devoted to assisting contractor and vendor pay customers. Upon calling the Center's toll-free customer service number (1-800-756-4571), the customer has six options via Automatic Call Distributor (ACD) telephones: (1) MOCAS Contract Entitlement; (2) Commercial Pay and Stock Fund Contract Pay; (3) Disbursing; (4) Travel Pay; (5) Customer Service Resource Center; and (6) Referral. This system assists customers in reaching the appropriate office, versus having to sort through lists of many 1-800 numbers. The Customer Support Office is comprised of three entities: Total Customer Service Office, Customer Service Resource Center, and Centralized Customer Service Center. Our major ongoing customer service initiatives for the DFAS Columbus Center are:

- Total Customer Service Office: telephone statistical reporting/analysis, ASKDFAS e-mail inquiry program, Center Open Houses, DFAS Reference Tool, and WEB posting/updating.
- Customer Service Resource Center: resolve complex customer issues/concerns, customer site visits, customer visit surveys, DIL meetings, trend analysis, COINS/VPIS administration, customer service representatives working group meetings, and contractor reference guides.
- Centralized Customer Service Center: research/resolve payment-related inquiries. The major benefits which the Customer Service Support Office provides include: (1) providing "one face" to customers; (2) standardizing customer service business practices; (3) standardizing hours of operation; (4) reducing voluminous lists of 1-800 numbers; and (5) increasing customer focus. The DFAS-Columbus Center has shifted focus to make its customers' needs a top priority, as evidenced by establishing an office dedicated solely to customer support. We are providing top-line technology to our customer service representatives to better assist our customer base and implementing numerous initiatives to reach as much of our customer base as possible.
- **Contractor Invoice Service (COINS) - COINS was replaced by the Vendor Pay Inquiry System (VPIS), which began operation on December 15, 1999. COINS was discontinued on December 30, 1999.**

## **Vendor Pay Inquiry System (VPIS) MOCAS to Replace COINS**

The Vendor Pay Inquiry System (VPIS) for *Mechanization of Contract Administration Services (MOCAS)* replaced COINS at the Columbus Center. Previously, the Columbus Center had used COINS to allow defense contractors to make electronic inquiries and obtain the status of MOCAS invoice payments.

Contractors can register for VPIS MOCAS at <http://dfas.mil/money/vendor>. The system became available on December 15, 1999. As of December 30, 1999 COINS was no longer operational.

If you have any questions, contact the Columbus Center's VPIS Administrator, 1-800-756-4571 (select option 6).



## **Electronic Document Access (EDA)**



Electronic Document Access (EDA) provides multiple Department of Defense (DoD) communities on-line, World Wide Web access to documents used to support the procurement, contract administration, bill paying, and accounting processes. The current business environment relies upon hard copy for the distribution, storage, and retrieval of contractual and payment information. EDA replaces the paper process by providing a single, read-only "electronic file cabinet" that can be accessed by any authorized DoD user.

EDA offers DoD the opportunity to store and retrieve contract documents electronically; thus, reducing the need to print, mail, file, and manage paper. Designed to integrate with other electronic document initiatives, EDA is a Department-wide virtual file cabinet and replaces the paper version of contract documents with an electronic version. This electronic document can be accessed by authorized users using internet tools from nearly any location within DoD.

EDA also offers on-line storage and retrieval of post award contracts, contract modifications, both personal property and freight Government Bills of Lading (GBLs) and vouchers in a compressed text format. The combined use of this format with Internet technology provides a mechanism to electronically store and retrieve large volume of information across existing communication networks. Instead of "building from scratch," EDA capitalized on commercial tools that are widely used today. Some of the benefits include aiding the reduction of unmatched disbursements, reducing paper consumption, and increasing convenience to contract specialists and other members of the user community. Contracts will also benefit from this process. This will allow for greater expediency and accuracy in responding to customer inquiries. Customer service personnel will not have to retrieve contract files in order to view hard copy documents. Contractors will have less concern as to whether their contractual documents were received in-house. In addition, the ability to view contractual documents electronically will decrease the number of delayed payments to contractors due to non-receipt of hard copy documents.

## Electronic Data Interchange (EDI) Invoices



Electronic Data Interchange (EDI) is the computer to computer exchange of routine business information in a standard format. We have implemented EDI transactions to support contracting and accounting processes. These EDI transaction sets eliminate the need to re-enter critical contract data in our contract pay system and financial data in the DFAS administered accounting systems. Implementing EDI invoicing capability, coupled with increased use of Electronic Funds Transfer (EFT), have been a major factor in decreasing errors and improving payment processing.

DFAS has implemented a Web Invoicing System (WInS) available through the Internet system in addition to traditional Value Added Network (VAN) based EDI.

### WInS: Invoices through the Internet

WInS enables current DFAS-CO MOCAS paper based vendors to send invoices electronically with little or no cost. A vendor needs nothing more than a standard office computer with Internet connectivity. Vendors enter their invoices into easy to understand templates on a DFAS Web sight that processes and routes the invoices to the appropriate payment system.

**WInS...IT'S FREE & EASY !!:** The vendor gains all the benefits of submitting their invoices electronically but eliminates the normal cost associated with EDI through a VAN.

***It's all on this Internet sight:***

**[ecweb.dfas.mil](http://ecweb.dfas.mil)**

#### **To Get Started:**

- ✓ Click on ***New Account***
- ✓ Complete the registration form and include all your Cage Codes
- ✓ Click on ***Continue*** to submit
- ✓ You will receive your ***User ID and Password*** in approximately 24 hours

#### **To Test:**

- ✓ Contact your DFAS-Columbus EDI Test Partner \*
- ✓ Use **three (3) previously paid invoices** to be input as test data
- ✓ Log on with your ***User ID and Password***



- ✓ Select payment system and invoice type
- ✓ Input one of your test invoices into the WinS Internet site
- ✓ **Fax** and **test** invoices to **614-693-6519**
- ✓ Your test partner will call with a complete, detailed review of the fax/transmission data
- ✓ Three good tests are required to ensure **you are ready for WinS production**

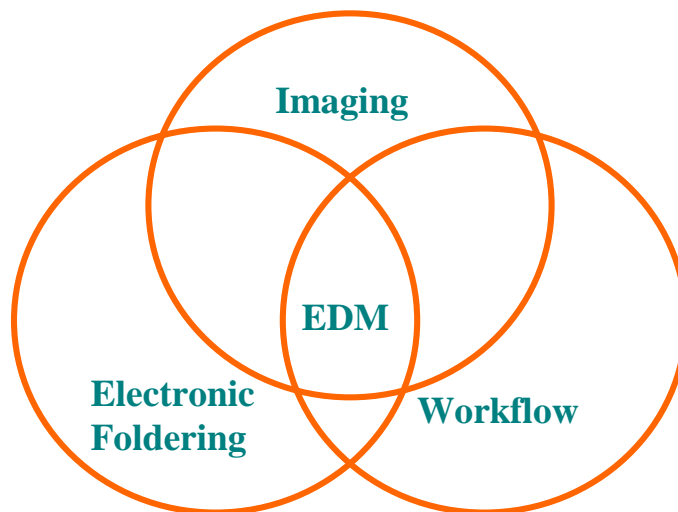
### ***Electronic Invoice Test Partners***

<b>Corporate Name Begins with</b>	<b>Contact</b>	<b>Telephone</b>	<b>E-mail</b>
A - G	Dan Monroe	614-693-6505	<a href="mailto:Dan.Monroe@dfas.mil">Dan.Monroe@dfas.mil</a>
H - Q	Lucinda Nemeth	614-693-6507	<a href="mailto:Lucinda.Nemeth@dfas.mil">Lucinda.Nemeth@dfas.mil</a>
R - Z	Connie DeVore	614-693-6858	<a href="mailto:Connie.Devore@dfas.mil">Connie.Devore@dfas.mil</a>

For more information and sample screens go to: [ecweb.dfas.mil/notes.html](http://ecweb.dfas.mil/notes.html)

### **Electronic Document Management (EDM)**

The EDM system was created to convert hard copy contractual documentation into electronic documents and to provide a means for these electronic documents to be routed through the Contract Entitlement Directorate (DFAS-CO/J) and entered into the Mechanization of Contract Administration Services (MOCAS) system. EDM is composed of three different technologies: **Imaging**, **Electronic Foldering**, and **Workflow**. Together they form a system which manages information without paper.



EDM was initially introduced to the Contract Entitlement Directorate (DFAS-CO/J) in two phases, commonly referred to as releases. **Release 1** consisted of the conversion of hard copy documents, the indexing of the electronic documents, and the Contract Input Workflow used to enter contracts and modifications into MOCAS. **Release 2** consisted of all workflows within Invoice Processing, Contract Audit, and Contract Closeout, related to the payment of invoices. Due to various EDM system initiatives and scheduled implementation dates, these two releases are no longer viewed separately.

### **Electronic Funds Transfer (EFT)**

EFT is the method by which funds are electronically deposited into a predetermined bank account. Benefits include an end to stolen or lost checks, as well as deposit delays; prompt availability of money; and an electronic "Advice of Payment."

### **Central Contractor Registration (CCR)**

All DoD Vendors are required to register in the Central Contractor Registration (CCR) database in order to be awarded a contract on solicitations data after June 1, 1998. In addition, the Debt Collection Improvement Act of 1996, requires payments on all Federal contracts to be made via Electronic Funds Transfer (EFT) if the solicitation was issued after June 26, 1996.

In order to reduce the burden of registering with each DFAS office, effective June 1, 1996, all DFAS payment offices are using the EFT data provided in the CCR in order to issue EFT payments. Vendors are no longer required to complete EFT registration forms for each payment office from which they receive payments. Vendors who have not registered in the CCR can do so using the internet or can complete a CCR form and send it to the Registration Assistance Center that services them. For Internet Registration, go to: [www.ccr2000.com/](http://www.ccr2000.com/)

Vendors can request and receive CCR registration forms by dialing 1-888-227-2423. Addresses to submit the form will be provided along with the form.

### **Wide Area Workflow (WAWF)**

Wide Area Workflow (WAWF) is a paperless contracting initiative. This initiative will eliminate all DoD internally required non-digital transactions (e.g., paper documents, forms, reports, etc.) from the DoD contracting process.

WAWF provides a technical approach for integrating and applying EDM, EDA, and EDI solutions with web interactive forms in a prototype business solution. The goal is to enable authorized defense contractors and DoD personnel to access the documents required for a payment action in a "paperless" environment by creating a virtual contract payment folder.

# Appendix I

## Sample DD Form 250

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Instructions for Completing the DD Form 250  
(Refer to DoD FAR Supplement Appendix F or your ACO for more details.)

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<b>Block 1</b>	13 digit contract number, and four digit call/order number, where applicable.
<b>Block 2</b>	Shipment number. Example: ABC0001 or ABC0001Z.
<b>Block 3</b>	Actual or estimated shipment date.
<b>Block 4</b>	Government or commercial bill of lading transportation control number.
<b>Block 5</b>	Discount terms in percentages and days allowed.
<b>Block 6</b>	Invoice number and actual or estimated date of submission.
<b>Block 7</b>	Consecutive page numbers.
<b>Block 8</b>	Enter "S" for source acceptance point or "D" for destination acceptance point.
<b>Block 9</b>	Contractor name, address and CAGE code.
<b>Block 10</b>	Contract Administration Office address and DoD Activity Address Directory (DoDAAC) code number.
<b>Block 11</b>	Address, FOB and code of "shipped from" location.
<b>Block 12</b>	Payment office name, address and code as stated in contract.
<b>Block 13</b>	"Shipped to" address and code from contract.
<b>Block 14</b>	"Marked for" address and code from contract.
<b>Block 15</b>	CLIN, SUBCLIN, and ELIN item number as cited in contract.
<b>Block 16</b>	Item name, stock and/or part number and description.
<b>Block 17</b>	Quantity shipped.
<b>Block 18</b>	Abbreviated unit of measure.
<b>Block 19</b>	Unit price.
<b>Block 20</b>	Extended amount.
<b>Block 21</b>	To be completed by Quality Assurance Representative.
<b>Block 22</b>	To be completed by receiving activity.
<b>Block 23</b>	Contractor use only.

## Appendix II

<b>MATERIAL INSPECTION AND RECEIVING REPORT</b>		1.PROC. INSTRUMENT IDEN.(CONTRACT) DAAE07 95 G3890      0229		(ORDER)NO.	6.INVOICE 9675792 1 MAR 96	7.PAGE 1	8.ACCEPTANCE POINT S
2.SHIPMENT NO. HPC0001	3.DATE SHIPPED 1 MAR 96	4.B/L	5.DISCOUNT TERMS NET 30 DAYS				
9.PRIME CONTRACTOR Heavy Pelican Corp. 849 S. Seaside Drive Groundsburg, PA. 12890		CODE 66298	10.ADMINISTERED BY DCMAO Reading 1125 Berkshire Blvd., Suite 160 Wyomissing, PA. 19110-1249		CODE S3912A		
11.SHIPPED FROM(if other than 9) Same As Above		CODE	FOB: D	12.PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER ATTN: DFAS-CO Capitol Div. P.O. Box 182362 Columbus, OH 43218-2362		CODE SC1010	
13.SHIPPED TO PCO Arctic AOE 8 National Steel & Shipbuilding Co. 28th Street and Harbor Drive San Diego, CA. 92138-0000		CODE N21907	14.MARKED FOR		CODE		
15. ITEM NO. 0001	16.STOCK/PART NO (Indicate number of shipping containers-type container-container)	DESCRIPTION		17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
CA		Trunks, General Purpose, Man's, Khaki NSN8415-00-904-5131 Lot# 17      Shipment 34 Cartons: 2,366 thru 2,400 Total Weight: 315 lbs. Total Cartons: 35 35 Cartons Consisting of 20 pair @ 09 lbs.		700	PR	\$5.32780	\$3,729.4600
		UNIT PRICE		700	PR	\$5.32780	\$3,729.4600
		GFM		700	PR	\$0.90780	\$ 635.4600
		CMT		700	PR	\$4.42000	\$3,094.0000
21. PROCUREMENT QUALITY ASSURANCE					22. RECEIVER'S USE		
A. ORIGIN <input checked="" type="checkbox"/> PQA <input checked="" type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract,except as noted herein or on supporting documents.		B. DESTINATION <input type="checkbox"/> supporting documents. <input type="checkbox"/> conform to contract,except as noted herein or on supporting documents and they PQA ACCEPTANCE of listed items has been		Quantities shown in column 17 were received in apparent good condition except as noted.			
DATE Dennis		SIGNATURE OF AUTH GOV'T REP		DATE RECEIVED		SIGNATURE OF AUTH GOV'T REP	
TYPED NAME AND TITLE Dennis		TYPED NAME AND TITLE		*If quantity received by the Government is the same as quantity shipped,indicate by (V) mark,if different,enter actual quantity received below quantity shipped and encircle.			
22. CONTRACTOR USE ONLY							

DD Form 250

<b>MATERIAL INSPECTION AND RECEIVING REPORT</b>		1. PROC. INSTRUMENT IDEN.(CONTRACT) <b>DAAE07 95 G3890 0229</b>		(ORDER)NO.	6. INVOICE NO. <b>9678792</b>	7. PAGE <b>1</b>		OF <b>1</b>	
		2. SHIPMENT NO. <b>HPC0001</b>		3. DATE SHIPPED <b>1 MAR 96</b>	4. B/L	5. DISCOUNT TERMS <b>NET 30 DAYS</b>			
9. PRIME CONTRACTOR <b>Heavy Pelican Corp. 849 S. Seaside Drive Groundsburg, PA. 12890</b>		CODE <b>66298</b>	10. ADMINISTERED BY <b>DCMAO Reading 1125 Berkshire Blvd., Suite 160 Wyomissing, PA. 19110-1249</b>		CODE <b>S3912A</b>		8. ACCEPTANCE POINT <b>S</b>		
11. SHIPPED FROM(if other than 9) <b>Same As Above</b>		CODE	FOB: <b>D</b>	12. PAYMENT WILL BE MADE BY <b>DFAS-COLUMBUS CENTER ATTN: DFAS-CO Capitol Div. P.O. Box 182362 Columbus, OH 43218-2362</b>		CODE <b>SC1010</b>			
13. SHIPPED TO <b>PCO Arctic AOE 8 National Steel &amp; Shipbuilding Co. 28th Street and Harbor Drive San Diego, CA. 92138-0000</b>		CODE <b>N21907</b>	14. MARKED FOR		CODE				
15. ITEM NO. <b>0001 CA</b>	16. STOCK/PART NO (Indicate number of shipping containers-type container-container) <b>Trunks, General Purpose, Man's, Khaki NSN8415-00-904-5131 Lot# 17 Shipment 34 Cartons: 2,366 thru 2,400 Total Weight: 315 lbs. Total Cartons: 35 35 Cartons Consisting of 20 pair @ 09 lbs.</b>		DESCRIPTION		17. QUANTITY SHIP/REC'D* <b>700</b>	18. UNIT <b>PR</b>	19. UNIT PRICE <b>\$5.32780</b>	20. AMOUNT <b>\$3,729.4600</b>	
					UNIT PRICE	<b>700</b>	<b>PR</b>	<b>\$5.32780</b>	<b>\$3,729.4600</b>
					GFM	<b>700</b>	<b>PR</b>	<b>\$0.90780</b>	<b>\$ 635.4600</b>
					CMT	<b>700</b>	<b>PR</b>	<b>\$4.42000</b>	<b>\$3,094.0000</b>
21. PROCUREMENT QUALITY ASSURANCE					22. RECEIVER'S USE				
A. ORIGIN <input checked="" type="checkbox"/> PQA X ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract,except as noted herein or on supporting documents.  DATE <u>13 Jun 96</u> SIGNATURE OF AUTH GOV'T REP <u>Dennis R. Duncan</u> TYPED NAME AND TITLE <u>Director</u>			B. DESTINATION <input type="checkbox"/> supporting documents. conform to contract,except as noted herein or made by me or under my supervision and they PQA ACCEPTANCE of listed items has been  DATE SIGNATURE OF AUTH GOV'T REP TYPED NAME AND TITLE		Quantities shown in column 17 were received in apparent good condition except as noted.  DATE RECEIVED SIGNATURE OF AUTH GOV'T REP TYPED NAME AND TITLE				
22. CONTRACTOR USE ONLY  <u>Rennie J. Duncan</u> <u>Jun 13, 96</u> Director					*If quantity received by the Government is the same as quantity shipped, indicate by (✓) mark, if different, enter actual quantity received below quantity shipped and encircle.				

DD Form 250

Sample 1, Government Furnished Material Example



MATERIAL INSPECTION AND RECEIVING REPORT		1.PROC. INSTRUMENT IDEN.(CONTRACT)		(ORDER)NO.	6.INVOICE	7.PAGE	OF
		N00140-93-D-AF28		D061	9675792 1 MAR 96	1	1
2.SHIPMENT NO. VIC0001		3.DATE SHIPPED 1 MAR 96		4.B/L		5.DISCOUNT TERMS D	
9.PRIME CONTRACTOR VITRO CORPORATION 1601 RESEARCH BLVD. ROCKVILLE, MD 20850		CODE 66298		10.ADMINISTERED BY DCMAO Reading 1125 Berkshire Blvd., Suite 160 Wyomissing, PA. 19110-1249		CODE S2101A	
11.SHIPPED FROM(if other than 9) Same As Above		CODE N21907		12.PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER ATTN: DFAS-CO Capitol Div. P.O. Box 182362 Columbus, OH 43218-2362		CODE SC1034	
13.SHIPPED TO COMMANDING OFFICER NAVSEALOGEN P.O. BOX 2060 5450 CARLISLE PIKE MECHANICSBURG, PA 17055		CODE N21907		14.MARKED FOR F. SHOWALTER/CODE N31		CODE N31149	
15. ITEM NO.	16.STOCK/PART NO (Indicate number of shipping containers-type container-container)	DESCRIPTION		17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
SOW  0001		DATA IN ACCORDANCE WITH CDRL FORM 1423 AS FOLLOWS:  FINAL RELOCATION DRAWINGS		3	EA	NSP	NSP
21. PROCUREMENT QUALITY ASSURANCE				22. RECEIVER'S USE			
A. ORIGIN <input type="checkbox"/> PQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		B. DESTINATION <input type="checkbox"/> PQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		Quantities shown in column 17 were received in apparent good condition except as noted.			
DATE 13 Jun 96		SIGNATURE OF AUTH GOVT REP Dennis Roomanoff		DATE RECEIVED 5/10/96		SIGNATURE OF AUTH GOVT REP Frank Brown	
TYPED NAME AND TITLE Dennis Roomanoff		TYPED NAME AND TITLE Dennis Roomanoff		TYPED NAME AND TITLE Frank Brown		TYPED NAME AND TITLE Frank Brown	
22. CONTRACTOR USE ONLY				If quantity received by the Government is the same as quantity shipped, indicate by (✓) mark, if different, enter actual quantity received below quantity shipped and encircle.			
Vitro Job NO: 044200-0561-03-0061-130000 Vitro Letter of Reference: DO-23-11							

DD Form 250

Sample 2, Data Item Example

<b>MATERIAL INSPECTION AND RECEIVING REPORT</b>		1.PROC. INSTRUMENT IDEN.(CONTRACT) <b>SP0440-95-M-HA30</b>		(ORDER)NO.	6.INVOICE <b>9675792 1 MAR 96</b>	7.PAGE <b>1</b>	OF <b>1</b>
HPC0001		3.DATE SHIPPED <b>1 MAR 96</b>		4.B/L		5.DISCOUNT TERMS <b>1/4% 10</b>	
9.PRIME CONTRACTOR PARKER-HANNIFIN CORP AEROSPACE GROUP 1160 CENTER RD P.O. BOX 158 AVON, OH 44011		CODE <b>33269</b>		10.ADMINISTERED BY DCMAO CLEVELAND FEDERAL OFFICE BLDG 1240 E. NINTH ST. CLEVELAND, OH 44199		CODE <b>S3603A</b>	
11.SHIPPED FROM(if other than 9) LORAIN GENERAL CORP 1350 CHESTER INDUSTRIAL PKY AVON, OH 44011		CODE <b>9N585</b> FOB: <b>S</b>		12.PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER ATTN: DFAS-CO BUNKER HILL P.O. Box 182362 Columbus, OH 43218-2362		CODE <b>SC1016</b>	
13.SHIPPED TO XU DEFENSE DISTRIBUTION REGION WEST DISTRIBUTION DEPOT SAN JOAQUIN TRANS OFC BLDG 330 CRP LATHROP, CA 95331-0130		CODE <b>W62T2T</b>		14.MARKED FOR		CODE	
ITEM NO.	16.STOCK/PART NO (Indicate number of shipping containers-type of container-container number.)	DESCRIPTION	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT	
0001	1075-01-045-1778 WHEEL ASSY YPG95100000822 P/N 40-122  A SKID 1/1		17	EA	\$615.95	\$10,471.15	
					FREIGHT	236.52	
					TOTAL	\$10,707.67	
21. PROCUREMENT QUALITY ASSURANCE				22. RECEIVER'S USE			
A. ORIGIN  <input type="checkbox"/> <input type="checkbox"/>  13 Jun 96 <i>Dennis Roomanoff</i>		B. DESTINATION <input type="checkbox"/> PQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract,except as noted herein or on supporting documents.		Quantities shown in column 17 were received in apparent good condition except as noted.			
DATE <i>Dennis Roomanoff</i> SIGNATURE OF AUTH GOVT REP		DATE SIGNATURE OF AUTH GOVT REP		DATE RECEIVED SIGNATURE OF AUTH GOVT REP			
TYPED NAME AND TITLE		TYPED NAME AND TITLE		TYPED NAME AND TITLE			
22. CONTRACTOR USE ONLY				*If quantity received by the Government is the same as quantity shipped, indicate by (✓) mark, if different, enter actual quantity re- ceived below quantity shipped and encircle.			
<div style="text-align: center;">ORIGINAL INVOICE</div> <div>P.O. 29826/000</div> <div>S.O. 055171-003</div>							

DD Form 250

Sample 3, Transportation Charges Example

<b>MATERIAL INSPECTION AND RECEIVING REPORT</b>		1.PROC. INSTRUMENT IDEN.(CONTRACT)  DAAE07 95 G3890 0229		(ORDER)NO.	6.INVOICE 9675792 1 MAR 96	7.PAGE 1	OF 1
2.SHIPMENT NO. HPC0001	3.DATE SHIPPED 1 MAR 96	4.B/L		5.DISCOUNT TERMS NET 30 DAYS			
9.PRIME CONTRACTOR Heavy Pelican Corp. 849 S. Seaside Drive Groundsburg, PA. 12890		CODE 66298	10.ADMINISTERED BY DCMAO Reading 1125 Berkshire Blvd., Suite 160 Wyomissing, PA. 19110-1249		CODE S3912A	8.ACCEPTANCE POINT S	
11.SHIPPED FROM(if other than 9)  Same As Above		CODE	FOB: D	12.PAYMENT WILL BE MADE BY  DFAS-COLUMBUS CENTER ATTN: DFAS-CO Capitol Div. P.O. Box 182362 Columbus, OH 43218-2362		CODE SC1010	
13.SHIPPED TO  PCO Arctic AOE 8 National Steel & Shipbuilding Co. 28th Street and Harbor Drive San Diego, CA. 92138-0000		CODE N21907	14.MARKED FOR				
15. ITEM NO.	16.STOCK/PART NO (Indicate number of shipping containers-type container-container)	DESCRIPTION		17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001 SA		Trunks, General Purpose, Man's, Khaki NSN8415-00-904-5131 Lot# 17 Shipment 34 Cartons: 2,366 thru 2,400 Total Weight: 315 lbs. Total Cartons: 35 35 Cartons Consisting of 20 pair @ 09 lbs.		700	PR	\$5.32780	\$3,729.4600
		UNIT PRICE		700	PR	\$5.32780	\$3,729.4600
		GFM		700	PR	\$0.90780	\$635.4600
		CMT		700	PR	\$4.42000	\$3,094.0000
21. PROCUREMENT QUALITY ASSURANCE				22. RECEIVER'S USE			
A. ORIGIN <input checked="" type="checkbox"/> PQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents. 13 Jun 96 Dennis Racmanoff		B. DESTINATION <input type="checkbox"/> PQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		Quantities shown in column 17 were received in apparent good condition except as noted.			
DATE 13 Jun 96		SIGNATURE OF AUTH GOVT REP Dennis R		DATE RECEIVED		SIGNATURE OF AUTH GOVT REP	
TYPED NAME AND TITLE Dennis R		TYPED NAME AND TITLE		*If quantity received by the Government is the same as quantity shipped, indicate by (✓) mark, if different, enter actual quantity received below quantity shipped and encircle.			
22. CONTRACTOR USE ONLY  Ronnie F. Duncan Jun 13, 96 Dennis R							

DD Form 250

Sample 4, Corrected Copy Example

## Appendix III

### **DFAS COLUMBUS CUSTOMER SERVICE PHONE NUMBERS**

<b>CENTRALIZED CUSTOMER SERVICE</b>	<b>DFAS-CO/DC</b>	<b>800-756-4571 614-693-8507</b>
MOCAS/North	DFAS-CO/DCJN	Option 1, then 1
MOCAS/South	DFAS-CO/DCJS	Option 1, then 2
MOCAS/West	DFAS-CO/DCJW	Option 1, then 3
Stock Fund/Subsistence	DFAS-CO/LSCB	Option 2, then 1
Stock Fund/General/Industrial	DFAS-CO/DCJL	Option 2, then 2
Stock Fund/Construction/IElectronics	DFAS-CO/DCJL	Option 2, then 2
Stock Fund/Medical/Clothing/Textiles	DFAS-CO/DCJL	Option 2, then 2
Stock Fund/Fuel Payments	DFAS-CO/DCJL	Option 2, then 2
Commercial Payments	DFAS-CO/DCJL	Option 2, then 2
EFT/CCR	DFAS-CO/FQC	Option 3, then 1
Re-certified Checks	DFAS-CO/FPD	Option 3, then 2
Travel Payment Division	DFAS-CO/LT	Option 4
Customer Service Resource Center (CSRC)	DFAS-CO/DCJ	Option 5
MOCAS Vendor Pay Inquiry System (VPIS)	DFAS-CO/DCJ	Option 5
Referral/Assistance	DFAS-CO/DC	Option 6
<b>Accounting</b>	<b>DFAS-CO/AD</b>	<b>614-693-7098</b>
<b>Stock Fund Accounting (DeCA Bad Checks)</b>	<b>DFAS-CO/AAGC</b>	<b>800-635-6045</b>
<b>DeCA Vendor Pay</b>	<b>DFAS-CO/LCD</b>	<b>800-756-4577</b>
<b>EDI</b>	<b>DFAS-CO/ERVA</b>	<b>614-693-6949</b>
<b>Contractor Debt Collection</b>	<b>DFAS-CO/FD</b>	<b>614-693-6937</b>
<b>Human Resources</b>	<b>DFAS-PSO/HO</b>	<b>614-693-6674</b>

**Current as of 01-03-00**

## Points of Contact

### North Entitlement Operations

Mailing Address:      DFAS - Columbus Center      FAX:      614-693-5438  
                                  DFAS-CO/JN  
                                  P.O. Box 182317  
                                  Columbus, OH 43218-2317

Director..... Thomas E. O'Brien, Jr.      614-693-6058/5236  
 Deputy Director..... John Eschenbrenner      614-693-5236

Bunker Hill Division Chief      Jackie Alexander      614-693-5228  
 Minuteman Division Chief      Regina Bouldin      614-693-5980  
 New Dominion Division Chief      Cassandra McDuff      614-693-5556

### Invoices/Correspondence (Including U.S. Express Mail)

#### Bunker Hill

DFAS - Columbus Center  
 DFAS-CO/JNB/Bunker Hill  
 Dominion  
 P.O. Box 182077  
 Columbus, OH 43218-2077

#### Minuteman

DFAS - Columbus Center  
 DFAS-CO/JNC/Minuteman  
 P.O. Box 182266  
 Columbus, OH 43218-2266

#### New Dominion

DFAS - Columbus Center  
 DFAS-CO/JNF/New  
 P.O. Box 182041  
 Columbus, OH 43218-2041

### Express Courier

DFAS - Columbus Center  
 DFAS-CO/JNB/Bunker Hill  
 Dominion

DFAS - Columbus Center  
 DFAS-CO/JNC/Minuteman  
 3990 E. Broad Street, Building 21  
 Columbus, OH 43219

DFAS - Columbus Center  
 DFAS-CO/JNF/New

DCMC Boston  
 Cleveland  
 DCMC Boston - Manchester  
 Loral  
 DCMC Syracuse  
 Aircraft Engines  
 DCMC Syracuse - Buffalo  
 Dayton  
 DCMC Raytheon  
 Detroit  
 DCMC Lockheed Martin Sanders  
 General Dynamics-Lima

DCMC Hartford  
 DCMC Hamilton Standard  
 DCMC Grumman Bethpage  
 DCMC Sikorsky  
 DCMC Textron Def.  
 DCMC Lockheed Martin  
 Tectical Def. Sys E.  
 Ottawa-Canada

DCMC  
 DCMC  
 DCMC GE  
 DCMC  
 DCMC  
 DCMC  
 DCMC



## North Entitlement Operations Cont:

DCMC GTE

DCMC Lockheed Martin Armt

Boeing Helicopter

DCMC Lockheed Martin Federal Systems

DCMC GE Lynn

DCMC Lockheed Martin Defense Systems

DCMC New York

DCMC Long Island

DCMC Stratford

DCMC Pratt & Whitney-E. Hartford

DCMC Philadelphia

DCMC Indianapolis

DCMC Indianapolis

DCMC Magnavox

DCMC Grand Rapids

DCMC United Defense LP

DCMC Springfield

DCMC Allied Signal

DCMC Kearfott/Plessey

DCMC Reading

DCMC Pittsburgh

DCMC Lockheed Martin Delaware Valley

## **Points of Contact**

### **South Entitlement Operations**

Mailing Address:      DFAS - Columbus Center      FAX: 614-693-5450  
                                 DFAS-CO/JS  
                                 P.O. Box 182317  
                                 Columbus, OH 43218-2317

Acting Director..... William Arnold      614-693-5344/5340

Division Chief, Payment & Research Division      David M. Rechart      614-693-5417

### **Invoice Mail**

DFAS - Columbus Center  
DFAS-CO/JSPR  
P.O. Box 182263  
Columbus, OH 43218-2263

DCMC Baltimore, MD  
DCMC Westinghouse, Baltimore  
DCMC Baltimore, VA  
DCMC Aircraft Prg. Mgmt. Office (APMO)  
DCMC Atlanta  
DCMC Birmingham  
DCMC Clearwater  
DCMC Orlando  
DCMC Puerto Rico  
DCMC Grumman Melbourne  
DCMC Lockheed Aero  
DCMC Lockheed Martin Orlando  
DCMC Michoud-Stennis  
DCMC PEMCO Aeroplex-Birmingham  
DCMC Pratt & Whitney-West Palm Beach  
DCMC Grumman, St. Augustine

### **Correspondence Mail**

DFAS - Columbus Center  
DFAS-CO/JSPE  
P.O. Box 182263  
Columbus, OH 43218-2263

### **Express Courier**

DFAS - Columbus Center  
DFAS-CO/JSPR  
3990 E. Broad Street, Building 21  
Columbus, OH 43219

## Points of Contact

### **West Entitlement Operations**

**Mailing Address:**      DFAS - Columbus Center FAX:      614-693-5066  
                                  DFAS-CO/JW  
                                  P.O. Box 182317  
                                  Columbus, OH 43218-2317

Deputy Director..... Vivian Newton      614-693-5576

Division Chief, Payment & Research Division      Debbie Temesvary      614-693-5765

### **Invoices/Correspondence (Including U.S. Express Mail)**

DFAS - Columbus Center  
 DFAS-CO/West Entitlement Operations  
 P.O. Box 182381  
 Columbus, OH 43218-2511

#### **Express Courier**

DFAS - Columbus Center  
 West Entitlement Operations  
 3990 E. Broad Street, Building 21  
 Columbus, OH 43219

DCMC International  
 DCMC Hughes Tuscon  
 DCMC McDonnell Douglas Huntington Beach  
 DCMC Boeing Seattle  
 DCMC Lockheed Martin Missiles & Space  
 DCMC Hawaii  
 DCMC Hughes Los Angeles  
 DCMC Rockwell Conoga Park  
 DCMC McDonnell Douglas Long Beach  
 DCMC Grumman Hawthorne  
 DCMC Phoenix  
 DCMC Thiokol  
 DCMC Lockheed Martin Astronautics  
 DCMC McDonnell Douglas St. Louis  
 Inc.  
 DCMC Wichita  
 DCMC Van Nuys  
 DCMC San Francisco  
 DCMC Santa Ana  
 DCMC San Diego

#### **International Paid in U.S. Dollars**

DCMC Ankara  
 DCMC Australia  
 DCMC Brussels  
 DCMC Germany  
 DCMC Israel  
 DCMC Japan  
 DCMC Korea  
                          DCMC Kuala Lumpur  
 DCMC Saudi Arabia (Land)  
 DCMC Saudi Arabia (Air)  
 DCMC United Kingdom  
 DCMO Rochester  
 DCMO Singapore  
 DCMC Chicago  
 DCMC Denver  
 DCMC St. Louis  
 DCMC Seattle  
 DCMC Twin Cities  
 DCMC Dallas  
 DCMC San Antonio  
 DCMC E Systems Inc. Greenville  
 DCMC Texas Instruments  
 DCMC Lockheed Martin Vought Systems  
 DCMC Lockheed Martin Tactical Aircraft Sys.  
 DCMC Stewart and Stevenson Services  
  
 DCMC Bell Helicopter Fort Worth